

How to Release Print Jobs from Self-Serve Printers

Step 1

Go to a self-serve printer in LIB-272 (Library).

Step 2

Tap the touch screen to activate the system.

Step 3

If you are using a non-ID Cash Card see [How to associate your non-ID Cash Card balance to your my.ryerson username](#).

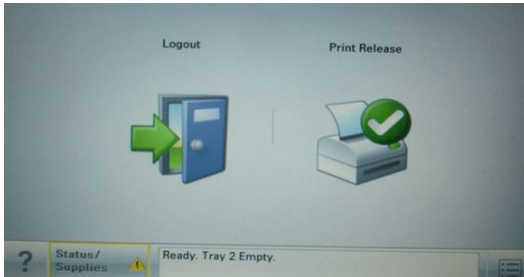


Step 4

Log on to the printer by swiping your OneCard on the card reader attached to the printer (black magnetic strip facing you, strip closest to the printer) or entering your my.ryerson username and password on the touch screen.

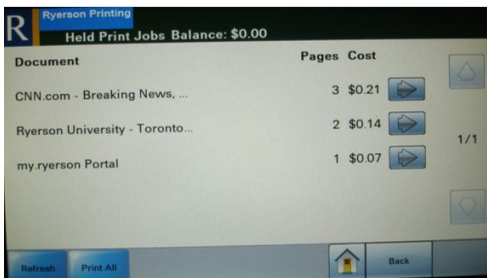
Step 5

Tap **Print Release**.



Step 6

Release print job.



If you cannot find your print job, it may have “timed out”. Print jobs are held by the system for two hours. If they have not been released after this time they will be deleted.

- To print individual documents, tap on the arrow beside each document, and then tap **Print**
- To print all listed documents, tap **Print All**.

Please note that it may take up to 30 seconds for the printer to warm up after clicking Print or Print All.

Step 7

Tap **Back** and tap **Logout** to exit.